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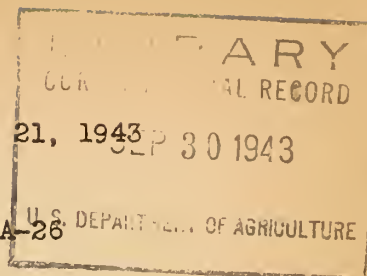
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Cap. 3

WAR FOOD ADMINISTRATION
FOOD DISTRIBUTION ADMINISTRATION
Washington 25, D. C.

August 21, 1943 SEP 30 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. A-26



To: Branch and Division Chiefs
Regional Directors
Officers in Charge of State Offices and Field Stations
Chiefs, Fiscal Divisions

From: Edward J. Kelly, Chief, Finance and Accounts Division

Subject: Procedure for Billing Other Government Agencies for
Meat Inspection

In order that the accounting records in the various regions may properly reflect the true status of the activity of the Meat Inspection Division in that region, effective August 1, 1943 all billings for meat inspection services rendered other governmental agencies will be prepared in the Regional Fiscal Offices.

The procedure is as follows:

Form FDA-423 (superseding T-69) "Reimbursement for Inspection Chargeable to Meat Inspection Appropriation" will be submitted to the Regional Fiscal Office in an original and two copies by the inspectors in charge of the Meat Inspection Division.

Form FDA-416-2 (superseding M.I. Form 148) "Report of Meat and Meat Food Products Inspected for U. S." and M.I. Form 148c "Report of Food Other than Meat or Meat Food Products Inspected for U. S." will be submitted in an original only to the Regional Fiscal Office by the inspectors in charge of the Meat Inspection Division for services rendered the Veterans' Administration only.

It is necessary that these forms be complete in all detail; that is, the name and address of the agency to be billed, the location of the place where the inspection was made, the signature of the inspector in charge and the month and amount of the service rendered before being released by the Inspectors in Charge. Also if there is no representative of the agency located at the place of inspection it should be so indicated on the form.

Upon the receipt of these forms in the Regional Fiscal Office, Standard Form No. 1080, "Voucher for Adjustments Between Appropriations and/or Funds" will be prepared for each agency as indicated by the Form FDA-423. The original and one copy

of the Form FDA-423 must accompany the voucher when transmitted to the agency billed. If the voucher is for the Veterans' Administration the original of the Form FDA-416-2 and/or 148c must also be attached.

The vouchers should be directed in accordance with the address on the Form FDA-423 with the exception of the U. S. Navy, U. S. Marine Corps and the Veterans' Administration. Vouchers for the latter will be transmitted to their respective Washington Office for settlement.

The Regional Fiscal Office should see that the address of the Fiscal Office to which the check should be mailed is clearly indicated on the voucher.

There is attached a sample transmittal letter which should be enclosed with the first billing only.

Also attached are a specimen FDA-423 and a table of the billing rates.

Edward J. Kelly

Attachments

1. Sample transmittal letter
2. Specimen FDA-423
3. Table of billing rates

WAR FOOD ADMINISTRATION
Food Distribution Administration

September 5, 1943

U. S. Navy Department
18th and Constitution Avenue N. W.
Washington, D. C.

There is enclosed herewith bill no. _____ for services rendered for meat inspection for the month of August, 1943.

Effective August 1, 1943 the Meat Inspection Service was shifted to a regional basis thus resulting in a change in our billing procedure. Hereafter the billings from this office will include services rendered in the following states (list states comprising your Region).

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Reimbursement for Inspection Chargeable to Meat Inspection Appropriation.

(date)

TO THE APPROPRIATION "MEAT INSPECTION, FOOD DISTRIBUTION ADMIN.," DR.

Reimbursement of \$ _____, as indicated above, is hereby approved.

(Official title)

(Date)

(Signed)

Inspector in Charge of Meat Inspection.

DAILY BILLING RATE ON 22 DAY PER MONTH BASIS

<u>Basic Annual Salary</u>	<u>Daily Billing Rate</u>	<u>Basic Annual Salary</u>	<u>Daily Billing Rate</u>	<u>Basic Annual Salary</u>	<u>Daily Billing Rate</u>
\$1620	\$7.46	\$2160	\$ 9.95	\$3100	\$14.12
1680	7.74	2200	10.13	3200	14.50
1740	8.01	2300	10.59	3300	14.88
1800	8.29	2400	11.06	3400	15.25
1860	8.57	2500	11.52	3500	15.63
1920	8.84	2600	11.98	3600	16.01
1960	9.12	2700	12.44	3700	16.39
2000	9.21	2800	12.90	3800	16.77
2040	9.40	2900	13.36	3900	17.15
2100	9.67	3000	13.74	4000	17.53

52 Sundays	365 One Year	12)264
8 Holidays	-101	22 Working Days
26 Annual Leave	264 Working Days	per mo.
15 Sick Leave		
<u>101</u>		

To obtain daily rate use basic pay plus regular overtime and divide by 22.

Reserve

1.9422
A8749

WAR FOOD ADMINISTRATION
FOOD DISTRIBUTION ADMINISTRATION
Washington 25, D. C.

September 13, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. A-26

CORRECTION

To: Branch and Division Chiefs
Regional Directors
Officers in Charge of State Offices and Field Stations
Chiefs, Fiscal Divisions

From: Edward J. Kelly, Chief, Finance and Accounts Division

Subject: Procedure for Billing Other Government Agencies for
Meat Inspection

The second paragraph of the sample letter dated September 5, 1943, which was attached to Finance and Accounts Division Memorandum No. A-26, dated August 21, 1943, was incorrectly worded. The paragraph should read as follows:

"Effective August 1, 1943, accounting for the Meat Inspection Service was shifted to a regional basis thus resulting in a change in our billing procedure. Hereafter the billings from this office will include services rendered in the following States (list States comprising your Region)."

Edward J Kelly

